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Institute of Bankers (Great Britain)

Examinations for the certificate of the institute...

London

1898

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MASTER NEGATIVE #

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The Institute of Bankers.

EXAMINATIONS

FOR THE

CERTIFICATE OF THE INSTITUTE

AND

SYLLABUS.

Open to Members only.

N.B.—These Examinations are held annually in May, in London, and such Provincial centres as are convenient to Candidates. Forms of application for election and all other information can be obtained of the Secretary, 34, Clement's Lane, E.C.

Examinations, 1898.—May 9th, 10th, 11th, 12th.

London:
Blades, East & Blades, Printers, 23, Abchurch Lane, E.C.
1898.

THE BRITISH LIBRARY OF POLITICAL SCIENCE

EXAMINATIONS FOR THE CERTIFICATE OF THE INSTITUTE.

EXAMINATIONS will be held on the following subjects, viz. :—

ARITHMETIC AND ALGEBRA.
BOOK-KEEPING.
COMMERCIAL LAW.
POLITICAL ECONOMY.
PRACTICAL BANKING.
(And FRENCH—Voluntary Subject).

The Examinations will be divided into two parts, extending over a period of two years, the first Examination being of a preliminary character, and the second—to be held after the lapse of not less than one year from the first—being of a more advanced character.

These Examinations, both preliminary and final, will be held in the month of May in each year. Candidates must, however, before the 1st April in each year, give notice to the Secretary of their intention to present themselves for Examination.

Every Candidate who shall fail to pass in one or more subjects either in the preliminary or final Examination, shall be required to pass at a later date in those subjects only in which he has failed; but he may proceed to the final Examination in those subjects in which he has passed the preliminary.*

A certain minimum of marks shall be required in each subject to enable a Candidate to pass, and the names of successful Candidates, at each Examination, shall be placed alphabetically in the official list which will appear in the *Journal* of the Institute.

Subject to the approval by the Council of the Report of the Examiners, a Memorandum, signed by the Secretary, shall be given to those who pass the preliminary Examination; but the Certificate of the Institute, signed by the President of the Institute and the Chairman of the Council, shall not be issued until the final Examination has also been passed.

The Certificate of the Institute, so given, shall entitle a Member to be elected an Associate.

The Examinations shall be held by means of printed papers, and as far as practicable, in various places simultaneously, as may be needed to meet the convenience of Candidates.

* Except as regards French (See note on p. 10), and German (See note on p. 11).

The Examinations in the country will probably be conducted under the superintendence of a Fellow of the Institute, to whom the printed papers will be forwarded in a sealed packet. These papers shall be opened in the presence of the Candidates, at the time of the Examinations, and answers thereto shall be transmitted to the Council by the next post.

An Entrance Fee of Five Shillings shall be required from every Candidate on each occasion of sending in his name for Examination, such Fee to cover all the subjects taken up at any one period of Examination.

No Candidate shall be admitted to any Examination unless he have previously paid this Fee to the Secretary; and if, after payment of his Fee, a Candidate withdraws his name, or fails to present himself for Examination, the Fee shall not be returned to him.

An official receipt for the said Fee, stating thereon the Candidate's name and address in full, signed by the Secretary, shall be given to each Candidate, and the presentation of this receipt to the Superintendent, at the time of Examination, shall invariably be required.

Candidates are informed that bad handwriting may be visited with loss of marks, and that the general style and intelligence of the answers will always be taken into account.

No information whatever will be given respecting the marks obtained, or the names of unsuccessful Candidates.

Whilst the best efforts will be made to secure Examinations for Country Members in their neighbourhoods, the Council do not guarantee the carrying out of this arrangement in all cases.

EXAMINERS.

Political Economy - - -	
Mercantile Law - - -	Mr. J. R. Paget.
Arithmetic and Algebra -	William Brown, B.Sc.
Book-Keeping - - - -	C. Fitch Kemp, Fellow and Member of the Council of the Institute of Accountants.
Practical Banking - - -	A Committee of the Council.
French - - - - -	Professor H. Lallemand.

REVISED SYLLABUS.

SESSION 1897–1898, and until Further Notice.

ARITHMETIC and ALGEBRA.

Preliminary Examination.

Vulgar and Decimal Fractions.
Involution and Evolution.
Percentages—Simple and Compound Interest. Discount (Bankers' and True).
Profit and Loss—Purchase and Sale of Stocks and Shares.
Metric Tables—International Exchange.
Algebra—Four simple Rules, Brackets, Resolution into Factors.
Algebraical Fractions—Simple and Simultaneous Equations.
Problems leading to these Equations.

Books recommended:—

Pendlebury's Arithmetic, 4/6; or Muir's Arithmetic (Isbister and Co.) 4/6; or Brook Smith's Arithmetic, 4/6; Hall and Knight's Elementary Algebra, 4/6 (Macmillan and Co.)

Final Examination.

This will be divided into two parts, the first of which only will be necessary to pass the Examination. Any candidate, however, desiring to pass with distinction must at the same Examination satisfy the Examiner in Part II. Both parts will be included in one Examination Paper.

I. For a Simple Pass:—Metric System, Proportion and Percentages, Methods of Prediction, Interest, Annuities, Stocks, Accounts and Balances, Exchanges and Exchange Operations; the above being treated arithmetically.

II. For a Pass with Distinction:—All the above and, in addition, the following algebraical subjects: Ratio, Proportion, Variation Arithmetical and Geometrical Progressions, Notation, Surds, Indices, Quadratic Equations, Combinations, Binomial Theorem, Logarithms, Exponential and Logarithmic Series, Interest Annuities, Sinking Funds, Repayment of Bonds, Valuation of Leaseholds.

No particular course of reading is insisted on, but the following books are recommended:—

Hall and Knight's Higher Algebra, 7/6. (Macmillan and Co.)
Jackson's Commercial Arithmetic (Arithmetical part only) Macmillan, 3/6.
Thomson's Treatise on Arithmetic (Longman, Green & Co.) 3/6.
The Article on Annuities in the "Encyclopædia Britannica."
Institute of Actuaries' Text Book. Part I.: Interest Annuities Certain. (Wm. Sutton, M.A.) Pub E. and S. Layton, Farringdon Street, 10/6.

BOOK-KEEPING.

PRELIMINARY EXAMINATION.*

Definitions.
General Principles.

FINAL EXAMINATION.

Double Entry. { Elucidation. Illustration.

Books recommended:—

Jackson's Book-Keeping. 5/-.
Double Entry *Elucidated*, by B. F. Foster. 3/6.
Carter's Practical Book-Keeping. 7/6.
Hamilton and Ball's Book-Keeping. 2/-.

MERCANTILE LAW.

PRELIMINARY EXAMINATION.†

Questions will be set on—
The Bills of Exchange Act, 1882, and those portions of the Stamp Act which relate to Bills, Notes and Cheques.

FINAL EXAMINATION.

Elementary questions will be set on—
The general principles of Commercial Law, including, the Law of Bankruptcy.

Questions of a more advanced character on—
Law of Negotiable Instruments.

Candidates will not be expected to quote cases, but will be expected to give the reasons for their answers.

Books recommended, but not regarded as obligatory :—

General Principles of Commercial Law.

Chalmers' Sale of Goods. 10/-.
Anson's Law of Contracts. 10/6.
Byles on Bills of Exchange, 25/- ; or
Chalmers on Bills of Exchange. 12/6.
Williams' Bankruptcy Act, 25/- ; or
Chalmers and Hough's Bankruptcy Act. 2/6 and 12/6.
Pearson-Gees' Factors' Act, 3/- *net*.

* Candidates who gained a memorandum of passing in Mr. Van de Linde's Lectures will be excused this part.

† Candidates who pass the Examination in Mr. Schuster's Lectures will be excused this part.

POLITICAL ECONOMY.

PRELIMINARY EXAMINATION.

Definition of Political Economy ; its relation to other Studies.
Analysis and Definition of its Leading Notions : Utility and Value, Wealth and Capital, Competition and Free Contract, Exchange and Market.
The Requisites of Production.
Division and Organization of Labour : Capitalistic Production, and the Different Functions of Capital.
Increasing and Diminishing Returns.
Normal and Market Values.
Theory of the Distribution of Wealth : Rent, Interest, and Earnings under Perfect Competition.
Actual Distribution of Wealth : Wages, Profits and Rents ; Trades' Unions ; Relations of Employer and Employed.
The Functions of Money.
The Principles of Currency, treated in an Elementary manner.

FINAL EXAMINATION.

The Theory of Value.
The Principles of Money and Currency generally.
Credit.
International Trade.
The Theory of the Foreign Exchanges.
The Economic Principles of Banking.
The Money Market.
The History of Currency and Banking.
The Principles of Taxation and Public Finance.

No particular course of reading is insisted upon. Any clearly and accurately expressed knowledge of the subjects named will be favourably received, irrespectively of the authors, teachers, or opinions involved.

But, as many of the Candidates may be previously unacquainted with the Science, the following brief course of reading is recommended :—

PRELIMINARY EXAMINATION.

1. Marshall's Elements of Economics.
2. Jevons' Money and the Mechanism of Exchange. 5/-.
3. Nicholson's Money and Monetary Problems. 7/6.
4. Bagehot's Lombard Street. 7/6.
5. Walker's Money, Trade and Industry. 7/6.

Final Examination.

For the Final Examination the further books recommended are :—

1. Marshall's Principles of Economics. 12/6.
2. Clare's Money Market Primer. 5/–
3. Goschen's Theory of the Foreign Exchanges. 5/–
4. Clare's A.B.C. of the Foreign Exchanges.
5. Gilbart on Banking (Michie's Edition). 10/–.
6. Walker on Money. 16/–.
7. Jevons' Investigations in Currency and Finance. 21/–
8. Giffen's Essays on Finance (1st and 2nd Series). 10/6 *each.*
9. Bastable's Theory of International Trade. 3/6.

The following works may be read with advantage by Candidates desiring to extend their knowledge of the subjects indicated :—

Jevons' Theory of Political Economy. 9/–
Sidgwick's Principles of Political Economy (especially Book III). 16/–
Walker's Wages Question. 16/–
Adam Smith's Wealth of Nations. (McCulloch's Edition).
Ricardo's Writings on Currency, Banking and Finance (*see* collected Works).
Mill's Political Economy. 5/–
Macleod's Theory and Practice of Banking.
Palgrave's Notes on Banking. 6/–
Graham's History of the £1 note in Scotland.
Dana Horton's The Silver Pound and England's Monetary History.
Walker's International Bimetallism.
Giffen's Case against Bimetallism.
Giffen's Stock Exchange Securities.
Bastable's Public Finance.
Ruding's Annals of the Coinage.
Palgrave's Dictionary of Political Economy.
Macleod's Dictionary of Political Economy.
The Economic Journal.
Quarterly Journal of Economics.
Journal of the Institute of Bankers.
Journal of the Royal Statistical Society.

PRACTICAL BANKING.

Preliminary Examination.*

Elementary questions on—
Banking: its Nature and Functions.
Principal Features distinguishing the various Classes of Banks.
Definitions of Banking and Mercantile terms.
Banking Operations.

Final Examination.

Questions on—
The Ordinary Practice of Bankers in regard to—
(*a*) Cash Accounts.
(*b*) Bills Discounted.
(*c*) Advances.
(*d*) Deposit of valuables.
The Connection between a Country Bank and its London Agent.
The Bank of England: its Relation to Government, the Banks, and the Public.
Issue of Notes—England, Scotland and Ireland.
Banking Investments.
Advances upon Securities.
Exchanges.
Commercial Crises.

Books recommended, but not regarded as obligatory.—
Gilbart's Principles and Practice of Banking. 16/–
Leone Levi's History of British Commerce. 18/–
Hankey's Principles of Banking. 2/6.
Somers' Scotch Banks and their System of Issue. 7/6.
Grant's Law of Bankers, with Appendix of Statutes in force. 26/–
Hutchison's Practice of Banking.
R. H. Inglis Palgrave's Notes on Banking. 6/–
Rae's Country Banker. 7/6.
Seyd's Bullion and Foreign Exchanges. 20/–
Macleod's Theory and Practice of Banking. 30/– 2 Vols.
Macleod's Elements of Banking. 5/–
Journal of the Institute of Bankers.
Questions on Banking Practice. 2/6.
Moxon's English Practical Banking. 2/6 *net.*
Clare's Money Market Primer. 5/–
Clare's A.B.C. of the Foreign Exchanges.
Loyd's Bills of Exchange.

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* Candidates who have passed the Gilbart Examination in 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895 or 1896, will be excused this part.

ADDITIONAL AND VOLUNTARY SUBJECTS.

(1.) FRENCH.

PRELIMINARY.

The Preliminary Examination will comprise the translation from French into English of G. Guizot's "Alfred Le Grand" (Hachette's Edition, with Notes), of simple passages and letters, some questions in grammar, and elementary questions relating to the French decimal system.

FINAL.*

The Final Examination will comprise the translation from French into English of (1) Victor Hugo. Extraits, edited by H. Lallemand. (Hachette's Edition with Notes), and (2) J. G. Courcelle-Seneuil's Les Opérations de Banque (7th Edition by A. Liesse), 8 francs. Librairie Gillaumin et Cie, rue Richelieu 14, Paris, and also the translation from English into French of unseen paragraphs, and a business letter.

Books recommended :—

Alfred Le Grand, by G. Guizot (Hachette's Edition with Notes). 2/-.

Victor Hugo. Extraits, edited by H. Lallemand (Hachette's Edition with Notes). 2/6.

Ragon's Correspondence. (Hachette). 3/6.

Hossfeld's English & French Correspondence. (Hirschfeld). 2/-.

A new English and French Vocabulary, by H. Lallemand and A. Ludwig. (Hirschfeld). 2/6.

C. Brown's Commercial French. (Hachette). 2/-.

Baume's General French Correspondence. (Hachette.) 2/6.

* Candidates are not eligible to enter for this unless they have passed the Preliminary Examination in French and also in the five ordinary subjects.

(2.) GERMAN.

PRELIMINARY.

1. Translation from German into English of Oliver Cromwell, pages 36–93 in Pauli's Robert Blake and O. Cromwell. (Rivington, Percival and Co.)

2. Translations from German into English of pages 19–26 and 81–93 in Pressinger's German Commercial Reader. (Rivington, Percival and Co.)

3. Translation from German of an easy piece of "unseen."

4. Questions in German Grammar, which must be answered in German handwriting.

5. Translations into German of a few easy sentences. (German handwriting.)

Books recommended.

1. Robert Blake and O. Cromwell, by Pauli. (Rivington, Percival and Co.) 2/-

2. A German Commercial Reader, compiled by Prissinger. (Rivington, Percival & Co.) 2/-

3. Allgemeine Handelskorrespondenz. German Part 2/-. English Part, 2/-. (Berlin : Verlag für Handels-und Sprachwissenschaft.)

4. German Manuscript Reader. (Hachette & Co.) 3/6.

FINAL.*

(Particulars will be announced later.)

* Candidates are not eligible to enter for this unless they have passed the Preliminary Examination in German and also in the five ordinary subjects.

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